

**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION**

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	<b>1. Agency Address</b> Department of Education Office of Administrative Services Local Systems Support Division Textbook, ESEA Title IV and Title V Section Atlanta, GA 30334	Application Number	Date Received Date Completed
Application Number		82-140 JUN 8 1982   JUN 3 7 1982	
<b>2. Person to Contact</b> Sandy Grey		<b>Working Title</b> Senior Secretary	<b>Telephone Number</b> 656-2404
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
<b>4. Dates of Series</b> Earliest _____ Latest _____ To Date _____		<b>5. Records Series Title</b> (followed by title used in office, if different) Military Dependent Schools Files	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?  The Textbooks, ESEA Title IV and Title V Unit is responsible for assisting local education agencies in the purchase of basic textual materials in compliance with state law and State Board of Education policies. It also administers the ESEA Title IV-B and V and works with federally impacted systems through P.L. 874 and P.L. 810.			
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: coordinating activities with military dependent schools in order to provide assurance of comparable educational experiences.  Included are: Copies of proposed budgets at military dependent schools and correspondence with dependent school administrators.   File is arranged: alphabetically by military dependent school			
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weyman Culp</i>	<u>6/7/82</u>	<i>Walker L. Baumgardner</i>	<u>6/7/82</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<u>6-15-82</u>
		Secretary of State/Designee	<u>6-14-82</u>
		<i>Carroll Hart</i>	
		Attorney General/Designee	<u>6-16-82</u>
		<i>[Signature]</i>	